

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 19, 2002**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, June 19, 2002 at 1:30 p.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

WELCOME AND INTRODUCTION

Mr. Wheatley called the meeting to order and took attendance. He welcomed new member Ron McCartney to the teleconference and asked him to introduce himself to the other members.

REVIEW OF PREVIOUS MINUTES

The minutes from the May 08, 2002, teleconference will be reviewed at the August 14, 2002, teleconference.

DEFINITIONS FOR FIELD ACTIVITIES

It was recommended by the Program Policy and Structure that that the Accreditation Process and the Field Activities Committees reach a consensus regarding the Field Measurement definition, which will be inserted into the glossary of Chapter 1. To that end, Mr. Wheatley invited Dr. Bart Simmons, Chair of the Field Activities Committee, to participate in this teleconference to discuss each Committee's definition and to reach an agreement.

The definition proposed by the Accreditation Process Committee was:

Field Measurement: Testing that is performed in the field outside of a fixed-based laboratory or an enclosed structure that meets the requirements of a mobile laboratory. Examples are self powered instruments either handheld or contained in personal field backpacks, suitcases, etc. This category might also include on-line monitoring instruments.

The definition proposed by the Field Activities Committee was:

Field Measurement: The determination of physical properties or chemical constituents that are measured on-site, as close as practical in time and space to the matrices being sampled/measured, following accepted test methods.

After some discussion, Dr. Simmons recommended revising the definition as follows, with which the Accreditation Process Committee unanimously agreed:

Field Measurement: The determination of physical properties or chemical constituents that are measured on-site, as close as practical in time and space to the matrices being sampled/measured, following accepted test methods. This testing is performed in the field outside of a fixed-laboratory or an enclosed structure that meets the requirements of a mobile laboratory.

Dr. Simmons will now take this revised definition back to his committee for approval and propose that it be added to the “change to the changes” at NELAC 8. This definition will also be given to the Program Policy and Structure Committee at NELAC 8 to be included in their “change to the changes”.

BOARD OF DIRECTORS UPDATE

Mr. Wheatley reported on the June 13, 2002, Board of Directors teleconference, during which all Committee Chairs gave a brief report of their respective Committees’ plans for NELAC 8. He also reported on the plans for the restructuring of NELAC, as will be presented at the Conference. Paul Kimsey, Chair-elect, had announced that NELAC 9 will be held in San Diego.

NEW BUSINESS

Mr. Wheatley noted that there will be two vacancies open on this Committee after NELAC 8, as he and Bob Pullano will be rotating off. New membership will be discussed further at NELAC 8.

FUTURE TELECONFERENCES

The next teleconference will be August 14, 2002, at 1:30 p.m. EDT.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 19, 2002**

Item No.	Date Proposed	Action	Date to be Completed
	06/19/02	No action items were presented.	

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 19, 2002**

Name	Affiliation	Address
Gleason Wheatley, Chair	State of Kentucky Dept. of Environmental Services	T: (502) 564-6120 F: (502) 564-8930 E: gleason.wheatley@mail.state.ky.us
Fred Choske (Absent)	California State Dept. of Health Services	T: (510) 540-2800 F: (510) 849-5106 E: fchoske@dhs.ca.gov
Raymond Frederici (Absent)	STL Chicago	T: (708) 534-5200 F: (708) 534-5211 E: rfederici@stl-inc.com
David Hill (Absent)	O'Brien and Gere Laboratories Inc.	T: (315) 437-0200 F: (315) 463-7554 E: hildr@obg.com
Nicholas Macelletti	State of Connecticut Dept. of Public Health	T: (860) 509-7386 F: (860) 509-7378 E: nicholas.macelletti@po.state.ct.us
Ronald McCartney (Absent)	Consultant	T: (541) 296-4239 F: E: hoshu@skyride.net
Mr. Thomas Maloney (Invited Guest)	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
James Meyer (Absent)	North Carolina ENR/DWQ Laboratory Certification	T: (919) 733-3908 F: (919) 733-6241 E: james.meyer@ncmail.net
Robert Pullano	General Engineering Laboratories	T: (834) 556-8171 F: (834) 766-1178 E: rlp@mail.gel.com
Barton Simmons (Invited Guest)	California Department of Toxic Substances Control	T: (510) 540-3112 F: (510) 540-2305 E: bsimmons@dtsc.ca.gov
James Todaro (Absent)	Alpha Analytical Labs, Inc.	T: (508) 389-5484 F: (508) 394-0965 E: jtodaro@mediaone.net
Susan Wyatt	Minnesota Dept. of Health	T: (612) 676-5674 F: (612) 676-5514 E: susan.wyatt@health.state.mn.us
Gabrielle Porath (Contractor Support)	Anteon Corporation	T: (702) 731-4158 F: (702) 731-4027 E: gporath@anteon.com